

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees

Monday, June 27, 2022, 6:00 p.m.

Held virtually via Zoom pursuant to House Bill 51, passed by the Ohio General Assembly on February 17, 2022.

CALL TO ORDER

The meeting was called to order by Vice-President Mackey at 6:17 p.m.

Present: Mr. Buttari, Mrs. El-Khoury, Mr. Foisel, Mr. Mackey, Mr. Monin, Mrs. Roseum.

Absent: Mrs. Petruccio

Also present: Director Rick Werner; Deputy Director Eric Linderman; Fiscal & Compliance Officer Vicki Simmons; Administrative Assistant Trisha Lastoria and WEPL staff.

Additions to the agenda: *no additions*

Citizen’s Comment: *no comments*

Mr. Mackey presented the following minutes:

- May 16, 2022, Regular Meeting of the Board of Trustees

MOTION 37-22

Mr. Monin moved and Mr. Buttari seconded that the following minutes be approved as presented.

- May 16, 2022, Regular Meeting of the Board of Trustees

On roll call the following vote was cast: All “Ayes.” Motion carried.

FISCAL OFFICER’S REPORT

PLF	2021	2022	% Increase
June	\$ 255,003.96	\$ 222,931.57	-12.58%
YTD	\$ 1,132,616.23	\$ 1,273,654.36	12.45%

MOTION 38-22

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the May 2022 Fiscal Officer’s report:

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MAY LIST OF BILLS PAID:	\$485,987.97
MAY FINANCIAL STATEMENT:	YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,865,593.94	\$2,562,250.23	\$2,392,466.30
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$2,085.12	\$240,543.47	\$2,279,703.76
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$20,930.46	\$31,523.61
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Fiduciary Fund-Worrallo	\$0.00	\$86.46	\$14,328.48
TOTALS	\$3,867,679.06	\$2,823,810.62	\$4,718,022.15
MAY INVESTMENTS	\$4,137,793.11		

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 39-22

Mr. Monin moved and Mr. Buttari seconded that the Board approve the Aetna Medical insurance renewal and the Morgan-White insurance GAP plan for 7-1-2022 through 6-30-2023.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 40-22

Mrs. Roseum moved and Mr. Foisel seconded that the Board approve to transfer \$500,000.00 from the General Fund unappropriated balance to the Capital Projects Fund, Building Improvement account.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 41-22

Mr. Monin moved and Mr. Buttari seconded that the Board approve to transfer from the General Fund, Unallocated Appropriations account \$30,000.00 to Professional Services for the redesign of the WEPL website.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

MOTION 42-22

Mr. Buttari moved and Mrs. Roseum seconded that the Board approve the revised IRS mileage rate from 58.5 to 62.5 per mile effective 7/1/2022-12/31/2022.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

COMMITTEE REPORTS

AUDIT (**Roseum**, Buttari, El-Khoury, Tyler citizen) *did not meet*

BUILDINGS (**Monin**, Buttari, Foisel)

Mr. Monin stated that the Committee met prior to this meeting to discuss the changes to the bidding documents for the Eastlake Public Library renovation.

RESOLUTION 43-22

Mr. Monin moved and Mr. Buttari seconded that the Board approve the changes to the Eastlake Public Library design and to approve a revised project budget.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

RESOLUTION 44-22

Mrs. Roseum moved and Mr. Monin seconded that the Board approve the authorization of the re-commencement of the public improvement bidding process to identify a general contractor for the renovation of the Eastlake Public Library.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

FINANCE AND PLANNING (**Foisel**, Mackey, Roseum) *did not meet*

PERSONNEL (**El-Khoury**, Mackey, Roseum)

Mrs. El-Khoury stated that the Committee met prior to this meeting to discuss the health insurance for the Library staff for 2022-2023, the motion was approved in the financial section.

MOTION 45-22

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the Personnel Actions report as presented.

On roll call the following vote was cast: All “Ayes.” Motion carried.

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POLICY (**Buttari**, Monin, El-Khoury)

did not meet

Mr. Linderman gave a brief overview of the changes to this policy which will begin September 1st.

MOTION 46-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the change to the Library Card Policy regarding the accumulation of fees on juvenile library cards.

On roll call the following vote was cast: All “Ayes.” Motion carried.

ADMINISTRATION REPORT

MOTION 47-22

Mrs. Roseum moved and Mr. Buttari seconded that the Board approve the June 27, 2022, Surplus List.

On roll call the following vote was cast: All “Ayes.” Motion carried.

MOTION 48-22

Mr. Monin moved and Mrs. Roseum seconded that the Board approve the three-year arrangement with Lake County Cleaning for building cleaning.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mrs. El-Khoury “Yes”; Mr. Foisel “Yes”; Mr. Mackey, “Yes”; Mr. Monin “Yes”; Mrs. Petruccio, “Absent”; Mrs. Roseum, “Yes”. Motion carried.

Director’s Report/Rick Werner

Eastlake Library Renovation

In order to keep the Eastlake Library renovation process moving forward, we will be recommending at the June Board meeting that the Board authorize the commencement of the second bidding process in July.

At the Buildings Committee meeting on June 27, Jason Nolde and Michelle Tomei will be presenting the results of the work of GPD and WEPL staff have undertaken since the first bidding process concluded in May with no bids being responsive under the requirements of the

Ohio Revised Code

We are recommending a set of changes to the plans and specifications for the Eastlake project which GPD estimates should bring down the cost of the project; we will also be recommending that the Board raise the project budget estimate that Ohio law requires be part of the bidding documents. Along with GPD, we believe that this two-part response to the first bidding process should result in bids in the second process which will be within the parameters of Ohio law.

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As well at the Buildings Committee, Jason and Michelle will be presenting the revised project timeline which takes into account the second bidding process. As we have throughout the design process, we appreciate the Board's support of the Eastlake project as it progresses in an uncertain economic and supply-chain environment.

New Administration Building

The WEPL Boosters held their first book sale in over two years in the lobby of the new administration building the weekend of May 21. The sale raised over \$2,500 for the Boosters so that they can continue to support Library programming and events.

As the Boosters are planning a fall book sale, they are storing some of the unsold materials at the new administration building; the WEPL libraries will continue to weed their collections so that the Boosters will have plenty of inventory for the fall sale. Holding the book sales at the new administration building is far superior to the past book sales in the meeting room at the Willowick Library.

As Eric Linderman notes in his administration report, the greenspace of the new administration property will play a prominent role in the Willoughby ArtsFest on Saturday, July 16. Working with the City of Willoughby and the downtown Willoughby stakeholders, we hope that the Library's ownership of the former Citizens Bank building can continue to contribute to the success of downtown Willoughby events.

Once the Eastlake Library renovation construction has started, we will begin in earnest the planning, budget-estimating, and timeline-estimating process to prepare the new administration building for its eventual use as the Library's administrative offices. We have a proposal from GPD for space-planning and interior design consultation that we would like to discuss with the Board after the Eastlake renovations have commenced.

Willoughby Hills Library

I have a meeting with Willoughby Hills Mayor Andy Gardner on June 27 to catch up on potential partnerships between the City and the Willoughby Hills Library.

As we have had to close the Willoughby Hills Library early two times in June because of excessive heat in the Community Center, I will raise the issue of HVAC repairs with the Mayor. Under Tom Johnson's leadership, we assisted the City to engage Trane (which is the Library's primary HVAC vendor) two years ago to improve the HVAC equipment and operation.

Employee Recognition

With the support of the Board in allocating funding for employee recognition, we are using each building's staff meetings over the summer to recognize those employees who have been nominated and awarded the various employee and group awards as voted on by the Staff Recognition Committee.

We are planning to ask a Board member to present the Board Award at the Staff Development Day on October 10.

Deputy Director's Report/Eric Linderman

Circulation Statistics

At the May Board meeting, we discussed the possibility of looking at comparisons between our library and others in the area with regard to the circulation of library materials. Following the pandemic, we are seeing a gradual return to in-person use of library resources; however, we would logically expect growth from 2021 to 2022, and that has not been true in all areas.

Much of the unanticipated drop between 2021 and 2022 can be explained by failures with the statewide delivery system, which was unsuccessfully contracted to a company that was not equipped to handle the volume of materials. Since that problem has been resolved, we see that most of our overall circulation at each location for May was about the same when compared to May 2021. It is mostly up or down by a few hundred. Looking at system-wide circulation according to format, a drop in the borrowing of videos is apparent. While the circulation of print books is up by about two thousand, circulation of movies is down by about three thousand. E-media continues on a near-constant upward trend that goes back over a decade.

Carol Tuttle ran reports to compare these numbers to other area libraries in Clevnet and has found mostly similar trends. We looked at Geauga County Public Library, Euclid Public Library, and Rocky River Public Library. Since Mentor Public Library has not been in Clevnet long enough to view multi-year comparisons, we are not including them.

Looking at the circulation of print books to date in 2022, compared to this time in 2021, Geauga County Public Library and Euclid Public Library are experiencing circulation increases of 13% and 5% respectively. WEPL is at a 1% decrease and Rocky River Public Library is at a 15% decrease. For videos, all libraries are experiencing decreases of between 1% and 21%, with WEPL being at a 13% decrease.

Carol is uploading the complete report to the Board SharePoint drive, which includes the details of what I noted above, as well as comparisons between 2022 and 2019 (all decreases). That report also contains information about circulation of Overdrive e-media titles and numbers of cardholders.

Willoughby ArtsFest

I have learned a lot about the annual ArtsFest this year, since I have taken on the role of co-chair of the event and will be increasingly responsible for the success of this program in upcoming years. It is a well-run event that builds upon a successful partnership between WEPL and the Willoughby Western Lake County Chamber of Commerce.

Deb Mullen has done an excellent job coordinating the Kids' Studio, which is going to be on the library's green space in front of the new Administration building this year. As part of this year, the program will include drawing instruction provided by the Willoughby Fine Arts. I'm also excited to report that the Cleveland Clinic is sponsoring the program this year.

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[TextMyGov](#)

Patrick Culliton and I have begun working with TextMyGov on a plan to offer text notifications to patrons about a wide range of programs and services. We have just started to map out the implementation, so I do not know enough to explain it in great depth, however, I can say that we are identifying groups who would receive texts of specific topics. For instance, we will be able to allow members of book clubs to sign up for texts so they may receive updates sent to their phones.

Marketing & Public Relations Report/Patrick Culliton

May was a busy yet productive month! Michelle and I collaborated on a presentation to teach staff how to create graphics in Canva, which will also feed our new social media schedule. We trained about 15 staff and will be training another group in June. The trainings have gone very well. We are now promoting WEPL programs, along with collection/materials and other library-related materials, 3-4 times a day on Facebook and Twitter. The next step in our social media plan is to amplify our Instagram usage. This process has been a true team effort and is already showing results.

We grew our email list from @3,000 users to @13,000 users by accessing our list through Patron Point. We have initiated a schedule of sending emails two times a month, again highlighting programs, materials, initiatives, and any other newsworthy WEPL items.

The News-Herald continues to regularly run stories on our larger events, as a result of Michelle's press releases.

Patrick worked with Eric to re-engage TextMyGov to adopt their text messaging platform for WEPL. We have gone forward with a contract and are scheduling training meetings to learn the ins and outs of the platform.

A committee consisting of Rick, Eric, Patrick, Michelle, Carol, Heather Siracki, Sarah Vargo, and Amy Winter met to discuss a plan forward for a new website. The discussion was very productive. We will take part in presentations with Co.119 and Blackbird Media on June 13.

Patrick has been asked to join the OLC Marketing Action Council beginning in 2023.

Patrick is now a Leadership Geauga graduate! He is thankful that he was allowed to complete the program and will bring the lessons he learned there to WEPL for sure.

Children's Services Report/Sarah Vargo

Children's Summer Reading is already going much better than it did in 2021. We have over 700 children enrolled now, where we only had 543 total in 2021. We're not quite back to pre-pandemic numbers, but we are trending in the right direction.

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Children's events have had much better attendance this summer than last with many programs hitting capacity. Outback Ray at Willoughby had over 120 people. Dino-ROAR at Willoughby Hills had over 130 people. 27 children and their families received science kits from COSI and enjoyed more than 10 other hands on science experiences during Science in the Park at Chagrin River Park hosted by the Eastlake Library. Over 100 people enjoyed Dr. U R Awesome at the Willowick Library.

The StoryWalk at Osborne Park in Willoughby has been installed and is featuring it's second book. We are reaching out to the other Parks and Rec departments to share the details about the project and work on getting more permanent displays purchased.

Willoughby Hills Library Branch Report/Holly Ferkol

We started our Summer Reading Programs and are encouraging our patrons to read and be involved in our programs this summer. We had a very successful Children's program in May called Ocean of Possibilities Music and Comedy Show with 73 patrons in attendance. Our Murder at the Hills program was also held in May with 4 patrons in attendance. We started up our movie programs again like we had before the pandemic. The movie was Encanto and there were 7 patrons who came to watch this Disney movie. In June we had a Yoga Story Time with 7 children attending the program. We also started our Teen Magic Camp at the beginning of June with 4 teens in attendance. A large Children's program was held this month called Dino-ROAR which had 137 patrons attending the program. It looked like there was a big dinosaur and a baby dinosaur in the Willoughby Hills Community Center. There is a Tiny Art Show for Teens and Adults this summer at our library. Many patrons have signed up for this program and we will have a small reception at the beginning of July for patrons to show off their tiny art. Many new cameras were put inside and outside of the Willoughby Hills Community Center to help make the building more secure.

Willowick Library Branch Report/Kathleen Jozwiak

Willowick's first real Signature Event was May 14. It was a success! Fantasy, Folklore, Fiction Fest ended up being a good theme. We will build on it for next year. The committee included Doug, Bryn, Sarah and myself. Sarah Silbaugh did the lion's share of work with creating fliers, brochures, decorations, etc. Mark also was there all day to pinch hit with changing room set ups and anything we needed. Rick volunteered to help us out with the scavenger hunt and green screening. Rachael and Diane made sure we had hundreds of photos for our scrapbooks as well as corralling all the activity in the children's department that day.

The children's programs had a phenomenal attendance. That included our fairytale storytime and craft, pictures with the princess Belle (Beauty and the Beast), and balloon twisting. We estimate 70 just for the balloon twisting! There was a line where people dutifully waited for their creation. In addition to the scheduled storytime, Sarah added an impromptu one on the floor with our princess in attendance. She also had various games set up around the children's department.

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The YA green screening offered several backgrounds from the hobbit door, Hunger Games, to Bigfoot. Teens are a tough draw but we had a few troopers.

The adult programs also did well but we would like to see more attendance next year. James Renner, author who spoke on Ohio's Cryptids, drew the biggest crowd with 32 in attendance. Our Bigfoot presenter Marc DeWerth was a passionate fan of Bigfoot; he could have spoken for hours. Palmer's Teas and Marlene's Bake Shop drew enthusiasts who enjoyed the tea and candy samples. I had fun demonstrating the mock apple sangria. Some of the attendees said if they made it at home they would add a sweet wine to the mixture. The Scavenger Hunt had five teams respond. (The limit was ten.) It was fun seeing what they found. The folk musician in the magazine area played a great banjo and we had a young boy (Bethany's son) decide he wants a banjo after hearing Paul Kovach. Patrons who checked out an item that day were able to enter our basket raffle of themed books and DVDs. There was something for everyone.

If we add up attendance at all the programs throughout the day, we conservatively estimated 299 people. Not bad for our first festival.

Some of the staff took our theme to heart and dressed in festive attire while some of our littlest patrons dressed in princess dresses. Other staff manned the desks so programs could be facilitated. Several also added to our decorations in the library to promote the event.

Finally, Willowick Boy Scout Troop 841 offered snacks in the lobby; they said they did well. They stayed longer than we asked which was welcomed and appreciated. We had pizza (thanks to the Boosters donation) to appreciate all those who worked that day.

We are so happy we were finally able to do this in 2022! We had so much planned in 2020 and then unfortunately it was all cancelled. We tried a micro version with three presenters via Zoom in 2021 which failed miserably. Back to an in-person all day event as originally envisioned has been a wonderful experience. On to bigger and better in 2023!

We are happy to be back participating in the Willowick city parade June 5!

OLD BUSINESS *no old business*

NEW BUSINESS *no new business*

NEXT MEETING, Monday, July 18, 2022, 6:00 p.m., WEPL Administrative Offices

Mrs. Roseum stated that she will not be in attendance.

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ADJOURNMENT

MOTION 49-22

Mrs. Roseum moved and Mr. Buttari seconded that the Board adjourn at 6:50 p.m.

On roll call the following vote was cast: All “Ayes.” Motion carried.

Respectfully submitted,

Board President

Board Secretary